

2126 - PERMIT CLERK II

NATURE OF WORK

This is specialized responsible supervisory and clerical work processing construction permit applications including moderately complex work procedures. The incumbent is responsible for overseeing the review of construction permit applications, the issuing of construction permits, the securing of inspection approval, and the recording of completed projects. Duties include assisting owners, contractors, and developers in filing applications for building permits, determining the completeness of permit applications, and obtaining the required documents to ensure compliance with established rules and regulations.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES

Supervises permit clerks and other clerical personnel involved in permit counter activities.

Receives various construction permit applications from a variety of sources; issues and distributes plans to appropriate personnel for review and inspection; issues construction permits following review and approval.

Enters the applicable contractor, architect, and construction related data into computerized permitting system.

Assists the public by telephone or in person to obtain necessary documents and forms and by supplying answers to a variety of procedural questions.

Operates a two-way radio to dispatch inspectors.

Assembles and summarizes material from files, cross references data, locates information requested and prepares analysis of data.

Supervises permit counter accounting procedures and generates computerized accounting reports on a daily, weekly, and yearly basis.

Performs related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of related departmental and City policies, rules and procedures.

Considerable knowledge of codes, laws, regulations and ordinances pertaining to the construction permitting process and contractor licensing requirements.

Knowledge of supervisory principles and practices.

Knowledge of general office methods and procedures.

Ability to make decisions in accordance with City and departmental policy.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

Ability to explain regulations to the public in a courteous and tactful manner.

Ability to read and follow pertinent codes, laws, ordinances and regulations.

Ability to understand and follow verbal and written instructions.

Ability to perform basic mathematical computations with speed and accuracy.

Ability to prepare reports, complete forms, and maintain accurate records.

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Ability to receive and account for various monies.

Ability to establish and maintain effective working relationships with other employees and the public.

Skill in the operation of various types of office equipment.

MINIMUM REQUIREMENTS

Employed by the City for the past six (6) months (part-time employment will be prorated) AND have two (2) years full-time experience in processing construction permit applications.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, word processor, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, sitting, standing, pushing, and pulling.

SUPERVISION RECEIVED

General and specific assignments are received and work is performed with latitude for the use of independent judgement in the application of departmental rules, regulations and procedures. Supervision is received by periodic review of work through personal observations and conferences for compliance with departmental operating procedures.

SUPERVISION EXERCISED

Trains, schedules, directs, and evaluates the work of permit clerks and other clerical subordinates.

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